

## Vermont Department of Education - Student ID Number Request

To: Vermont Department of Education - Data Management and Analysis Team

Fax: (802) 828-1444

Phone: (802) 828-3777

From: \_\_\_\_\_  
Contact Person \_\_\_\_\_ Name of School \_\_\_\_\_

Fax: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_

State Assigned Student ID#	Student Name			DOB	Gender	Grade	Town
	Last	First	M.I.				

This fax may contain confidential information intended only for the person(s) named above. If you have received this fax in error or if there was a problem in its transmission, please notify the sender immediately.

## Student ID Number Requests

- Schools wishing to have access to student IDs must submit student information by fax (802) 828-1444.
  - It is preferable that the Student ID Number Request form is used but as long as the student's name, date of birth, gender, grade and town of residence are supplied we can accept the request.
  - Make sure that there is also a contact person, phone number and fax number in case there are any questions on the students that are being requested and the information can be returned to the appropriate person.
  - Should an ID exist; it will be returned to the school by fax. All other IDs will be assigned during the fall and spring data collection cycles and returned to superintendent's office once all the data are submitted and all IDs are assigned.